ORPS GUI Help Features and ORPS Authorities Options



Table of Contents

Table of Content	
Introduction]
Purpose	
Objectives]
Using the ORPS GUI On-line Help	2
Elements of On-line Help	
Using Help Hyperlinks	
Using Context-Sensitive Help	
Returning to the ORPS GUI from On-line Help	
ORPS Technical Support Helpline	5
ORPS GUI On-line Training Manua	6
ORPS Authority Search & Reports	8
Accessing the ORPS Authority Search & Reports Page	8
ORPS Authority Search & Reports Page Elements	
Performing a Simple Authority Search	
Performing an Authority Search with Multiple Selections	
The Off-Normal Approval Selecti	
Report Types	C
The ORPS Authority Report	
The ORPS Facility Repor	
Exercise Solutions	.]
Index	

Introduction

Purpose

This course will familiarize you with the multiple ways in which you can obtain assistance on various topics, as well as locate reference and instructional materials. You will also learn how to search for information to determine who has authority to submit, modify, comment, and/or approve occurrence reports for selected facilities. Step-by-step instructions guide you through the process of obtaining on-line help and composing and submitting ORPS authority searches.

Objectives

Upon completion of this class, you will be able to:

- Obtain ORPS help and assistance from various on-line and off-line sources
- Return from On-line Help to the ORPS GUI application
- ► Determine occurrence report submittal and sign-off authority for a facility b accessing the ORPS AUTHORITY SEARCH & REPORTS page and performing ORPS authority searches
- Create both an **ORPS Authority Report** and an **ORPS Facility Report** and describe the function and content of the two reports

Using the ORPS GUI On-line Help

Elements of On-line Help

The **ON-LINE HELP** utility is available to you via 1) a hyperlink located on the **ORPS GU** home page, 2) hyperlinks located at the bottom of most ORPS GUI pages, and 3) context-sensitive hyperlinks located throughout the ORPS GUI pages (**Figure 1**). On-line helps address both the use of a web browser and the use of ORPS GUI menu items.



Even though the ORPS help files are hyperlinked directly to the ORPS GUI application, you need to understand that when you access help, you essentially *leave* the ORPS GUI application while using on-line help. You do not log off of ORPS; you simply exit the application temporarily.

It is important to understand this because you could potentially lose an search criteria you may have created before accessing on-line help if you don't return to ORPS correctly.

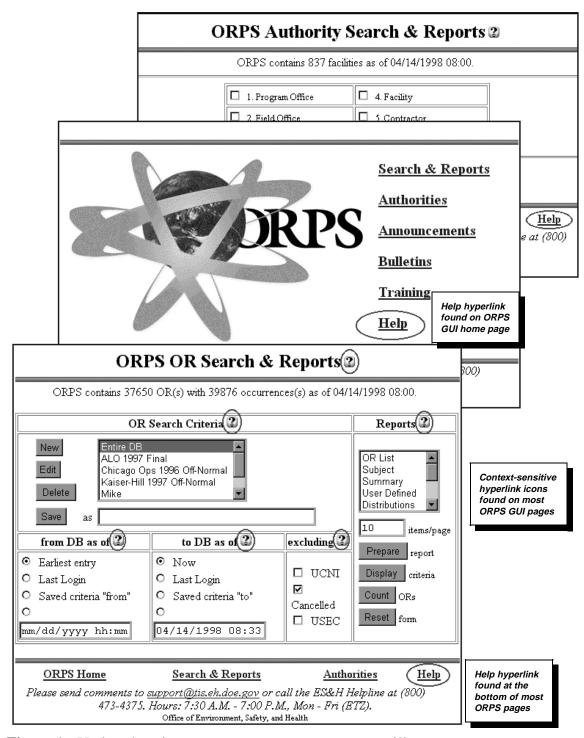


Figure 1 - Various locations to access ORPS ON-LINE HELP utility.

Using <u>Help</u> Hyperlinks

The <u>Help</u> hyperlinks located on the **ORPS GU** home page and at the bottom of most ORPS GUI pages take you directly to the **ORPS HELP TABLE OF CONTENTS** page (**Figure 2**).

There you can select the **world icon** next to the on-line help topic of your choice. You can also select the appropriate underlined hyperlink to access other types o information (i.e., Frequently Asked Questions, ORPS Bulletins, DOE Order 232.1A, ORPS GUI User's Guide, etc.).

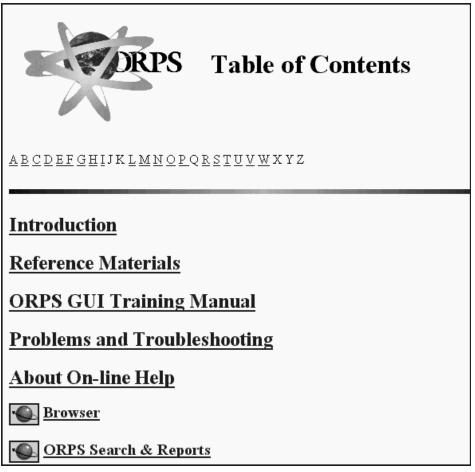


Figure 2 - The ORPS HELP TABLE OF CONTENTS page.

If you access a help topic from the **ORPS HELP TABLE OF CONTENTS**, you will jump directly to that topic. At the bottom of the help topic page is a **CONTENTS** button, which, when clicked, will return you to the **ORPS HELP TABLE OF CONTENTS** page. You will also see an **INDEX** button that will return you to the **ORPS HELP INDEX** page. (See **Figure 3**.)

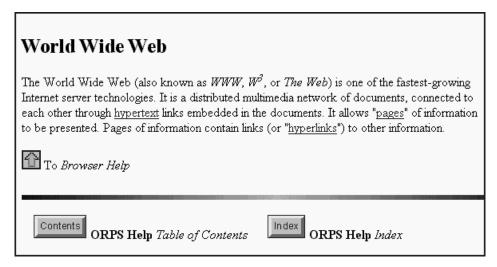


Figure 3 - The "CONTENTS" and "INDEX" buttons at the bottom of BROWSER HELP page.

On some of the help pages, topics are separated by a dividing line and an icon with an up arrow, which, when clicked, takes you to the top of the current help page (**Figure 4**).

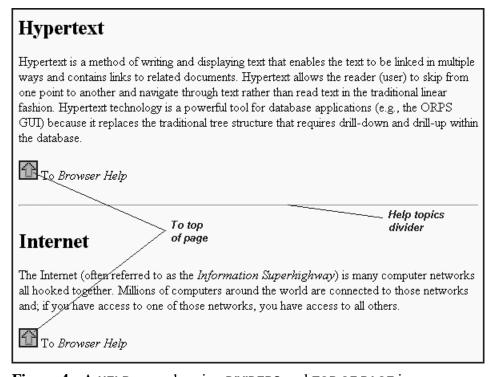


Figure 4 - A HELP page showing DIVIDERS and TOP OF PAGE icons.

On some of the help pages, you will see alphabetical hyperlinks across the top of the page (see **Figure 5**). These links will take you to help topics beginning with the selected letter.



Only the letters with underlines are active hyperlinks; if there is not an underline under the letter, then it is not an active hyperlink.



ABCDEFGHIJKLMNOPQRSTUVWXYZ

Bookmark

A browser allows you to store names and locations of interesting sites in bookmark collections. Each bookmark marks a location of interest and allows you to return quickly to the location you marked.

To save a bookmark with the Netscape Communicator browser, load the <u>page</u> for which you want to add the bookmark. Then click on the **Bookmarks** tool located on the Netscape Communicator

Figure 5 - A **HELP** page displaying alphabetical hyperlinks.

Using Context-Sensitive Help

This icon appears at various locations within the ORPS GUI application (see **Figure 1**). It signifies that "context-sensitive" help is available for the topic located next to it.

For example, on the **ORPS OR SEARCH & REPORTS** control panel, this icon appears over the selection boxes. If you click on one, a help page will appear explaining the selection box and offering additional hyperlinks to other help.

Returning to the ORPS GUI from On-line Help

Remember, when you access On-line Help, you essentially *leave* the ORPS GUI application. (You have not logged off of ORPS; you have just exited it temporarily.) Therefore, when you are ready to resume your ORPS work, it is necessary to return to the ORPS GUI application. To return to the page in ORPS from which you initiated help, you can click on the **BACK** button on the browser tool bar once for each help page accessed. This steps you back through the *history* of the help pages you visited.



You may have to click the **BACK** button several times before finally reaching your originating page.

You can also click directly on the originating page from the history list found under the browser **GO** menu as illustrated in **Figure 6**. This history list is a summary of the last 5, 10, or 15 pages you have jumped to during the current browser session. (This number will vary depending upon the browser and browser version you are using. For instance, with Internet Explorer version 3, the history list in the **GO** menu holds only the last 5 pages visited.) This history list provides a direct way to quickly jump to one of the pages agai (instead of pressing the **BACK** button for each item on the list). You simply click on the **GO** menu and the history list drops down.

For example, let's say that you are on the **ORPS OR SEARCH & REPORTS CRITERIA** page and are ready to select new search criteria. At that point, you realize you need to request help for a clarification on using Boolean operators, so you click on the **Help** hyperlink at the bottom of the page (or the context-sensitive help icon next to the **BOOLEAN LOGIC SPECIFICATION** box). From there, you may hyperlink through several pages of help on various topics.

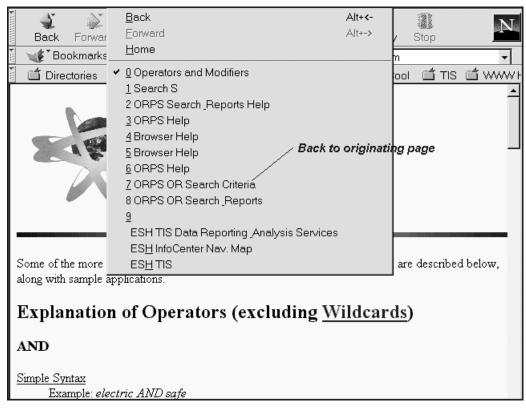


Figure 6 - The **History List** from the Netscape **GO** menu demonstrating quick return to ORPS GUI Application after using Help.

As you see in the example in **Figure 6**, to return to the **ORPS OR SEARCH & REPORTS CRITERIA** page from which you originated, you can click the **BACK** button once for each help page you accessed (in this case, seven times). Or, you can click your mouse directly on the **7 ORPS OR Search Criteria** choice from the history list.

From your originating page, you can continue where you left off before accessing help without losing any search criteria you may have created.

If you have accessed more than the 5, 10, or 15 pages that your browser's **GO** menu history list will hold and you need to see a more detailed history, choose **History** from the **COMMUNICATOR** (or **WINDOW**) menu in Netscape (choose **Open History Folder** from the **GO** menu with Internet Explorer). The **HISTORY** dialog box (as shown in **Figure 7** for Internet Explorer) provides a comprehensive roadmap of your travels for the curren browser session. It not only displays the page name, but also lists the URL address for the page. Double-click on the page you wish to jump directly to, or click once on the page to select it and then click on the **GO TO** button at the bottom of the window, or simply close the window if you don't want to jump.

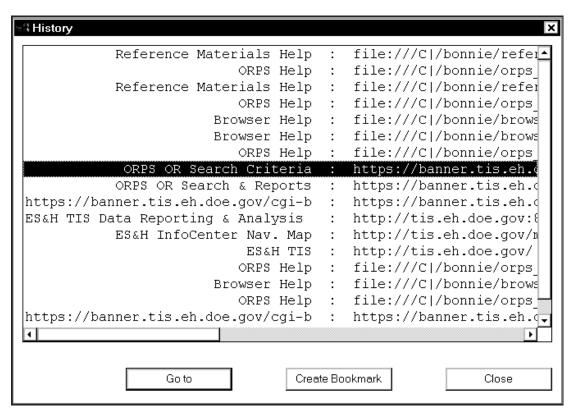


Figure 7 - The **HISTORY** dialog box providing a comprehensive list of all pages accessed during the current browser session.



Accessing ORPS On-line Help

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Using Hyperlinks:

- 1. From the **ORPS GU** home page or from the bottom of other ORPS pages, click the **Help** hyperlink to jump to the **ORPS HELP TABLE OF CONTENTS** page.
- 2. From the table of contents list, select the world icon next to the on-line help topic of your choice, or select the appropriate underlined hyperlink. (Continue to link to additional help hyperlinks, if needed.)
- 3. Click the **BACK** button to return to the ORPS application.

Using Context-Sensitive Icons:

- 1. From any page within the ORPS application containing the local icon, click on that icon to obtain help on the topic located next to it. (Continue to link to additional help hyperlinks, if needed.)
- 2. Click the **BACK** button to return to the ORPS application.

REMINDER: To return to the **ORPS HELP TABLE OF CONTENTS** page, click the **CONTENTS** button at the bottom of the help topic pages.



Returning to ORPS from On-line Help

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Returning to the ORPS page from which you initiated on-line help can be accomplished in one of two ways:

a. Click the **BACK** button on the browser's tool bar once for each help page accessed.

or

b. Click on the browser's **GO** menu. From the pull-down history list, click on the originating page.

As you work, write down the steps you take. These notes will act as a reminder when you take similar actions in the future.

1. From the ORPS HELP TABLE OF CONTENTS page, access on-line help on ORPS Reports.

What happens if you select a "From" date that is later than the "To" date in a Generic Lag Report?

2. Return to the ORPS GU home page. Go to the ORPS OR SEARCH & REPORTS control panel, obtain context-sensitive help on OR SEARCH CRITERIA.

When a new search is created or a previously defined search is edited, the ORPS GUI assigns a temporary name to the search criteria. What is that temporar name?

Now return to the ORPS GUI application using the BACK button or the GO menu list.

As you work, write down the steps you take. These notes will act as a reminder when you take similar actions in the future.

1. From the ORPS HELP TABLE OF CONTENTS page, access on-line help on ORPS Authorities.

If the off-normal approval flag is N, then what must the DOE-HQ Progra Manager do with any pre-final reports for a particular Program (Secretarial) Office and facility?

2. Remain within the **ORPS AUTHORITIES HELP** page. From there, locate the Ohio Operations (Field) Office.

How many Area Offices are under the Ohio Operations Office? List their names.



Look under the **ORPS AUTHORITY SEARCH & REPORTS** section of the **ORPS AUTHORITIES HELP** page.

Now return to the ORPS GUI application using the BACK button or the GO menu list.

As you work, write down the steps you take. These notes will act as a reminder when you take similar actions in the future.

1. From the **ORPS HELP TABLE OF CONTENTS** page, access **Reference Materials** online help. Locate the **DECEMBER 1997 ORPS BULLETIN**. Answer the following questions.

What Internet address would you use to subscribe to the Occurrence Reporting Information Listserver?

According to the December 1997 Bulletin, which four databases did the working group on database integration discuss in September 1997? What was their scheduled completion date for this effort?

2. From the **ORPS HELP TABLE OF CONTENTS** page, answer the following questions.

What information is found in the **Other Notification Date/Time** field of an occurrence report?

Is this a "required" date for all occurrence reports

Now return to the ORPS GUI application using the BACK button or the GO menu list.

ORPS Technical Support Helpline

Help desk assistance is available for ORPS system operation and registration through the Environment, Safety & Health Technical Information Services (TIS) Helpline. The Helpline is staffed from 8:00 a.m. to 7:00 p.m. (ETZ) Monday through Friday (excep holidays). You can reach them TOLL FREE a (800) 473-4375. The e-mail address is support@tis.eh.doe.gov. Call or e-mail the Helpline for answers to technical questions, as well as user registration questions.

ORPS GUI On-line Training Manual

In addition to using the On-line Help utility, you also have access to both PDF and WordPerfect versions of the **ORPS GUI Training Manual** you are now reading. You can download the **ORPS GUI Training Manual** as a single, large, self-extracting file, or download individual sections, one at a time.



The ORPS GUI On-line Help pages contain a much greater level of detail than the **ORPS GUI Training Manual.** The On-line Help pages are also updated continuously and therefore may contain more current information regarding new ORPS features.

You can access the **ORPS GUI Training Manual** by clicking either the **ORPS GUI**Training Manual hyperlink or the **Reference Materials** hyperlink on the **ORPS HELP**TABLE OF CONTENTS page (Figure 8).

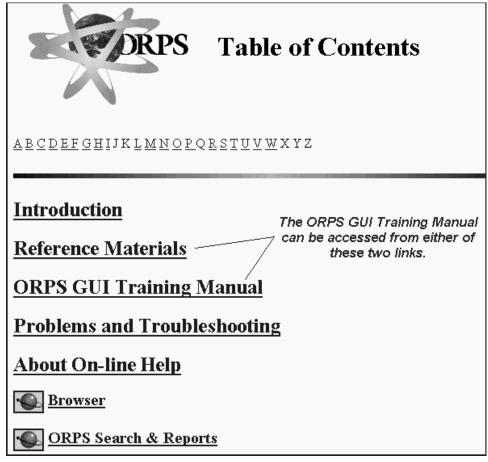


Figure 8 - The **ORPS HELP TABLE OF CONTENTS** page displaying two links to the **ORPS GUI Training Manual**.

If you select the <u>Reference Materials</u> hyperlink from the ORPS HELP TABLE OF CONTENTS page, the ORPS REFERENCE MATERIALS page will display the page shown in **Figure 9**.

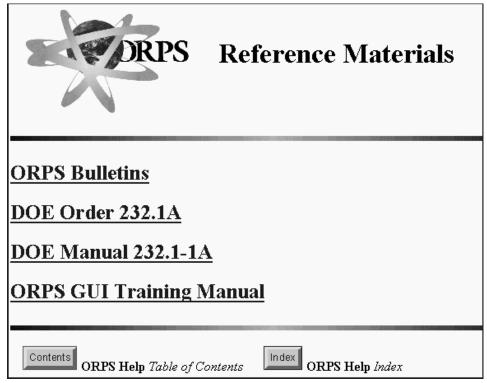


Figure 9 - The **ORPS REFERENCE MATERIALS** page showing a hyperlink to the **ORPS GUI Training Manual**.

When you select the <u>ORPS GUI Training Manual</u> hyperlink, you will see a page of files that are either downloadable in WordPerfect format or viewable in PDF format. You can choose to download or view the entire manual or only desired sections of the manual

ORPS Authority Search & Reports

Accessing the ORPS Authority Search & Reports Page

In order to determine who has submittal and sign-off authority for a facility, you will need to access the **ORPS AUTHORITY SEARCH & REPORTS** page. You can do this by clicking the **Authorities** link located on the **ORPS GU** home page or at the bottom of most ORPS GUI pages. You will then see a page like the one shown in **Figure 10.**

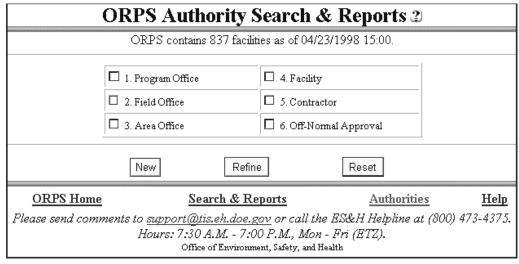


Figure 10 - The ORPS AUTHORITY SEARCH & REPORTS page.

With the information now available from the ORPS search pages, it should seldom be necessary to use the **Authorities** information to generate a query. If it is necessary, you can go to the **Authorities**, get the necessary information, and return to the **ORPS Search** without losing your selections (using the same procedure described previously for On-line Helps).

ORPS Authority Search & Reports Page Elements

The **ORPS AUTHORITY SEARCH & REPORTS** page provides you with the capability to selec the elements you want to use to form your query of the ORPS authority information. From this page, you can make your selection(s) by clicking on the appropriate check box(es). This places a check mark in the box and identifies it for further refinement. To deselect an item, click on the check box a second time to remove the check mark.

Your query may contain one or multiple choices. The search criteria can be based on an combination of **Program Office**, **Field Office**, **Area Office**, **Facility**, and/or **Contractor**.

The ORPS AUTHORITY SEARCH & REPORTS page also allows you to choose Off-Normal Approval. This choice will be discussed in more detail later in this section.

Near the bottom of the **ORPS AUTHORITY SEARCH & REPORTS** page, you can see three command buttons: **NEW**, **REFINE**, and **RESET**. The function of each command button is explained below.

Command Button	Function
New	The NEW command button initiates a new search.
Refine	The REFINE command button dynamically creates a search page based on current selections.
	For example, suppose that you choose Program Office and Field Office from the ORPS AUTHORITY SEARCH & REPORTS page. When you click on the REFINE command button, the system adds two selection boxes to the page:
	a selection box containing all of the Program (Secretarial) Offices (you may choose one or more)
	a selection box containing all of the field offices (again, you may choose one or more).
Reset	The RESET command button resets selections on the page to the values that existed when the page was last loaded.

Performing a Simple Authority Search

To perform a search from the **ORPS AUTHORITY SEARCH & REPORTS** page, select the field(s) to be searched. For example, click on the **Program Office** check box and the **Field Office** check box. Your selections will be marked with a check mark in the corresponding boxes.

When you click the REFINE command button, selection boxes will be added to the bottom of the ORPS AUTHORITY SEARCH & REPORTS page, as shown in **Figure 11**.

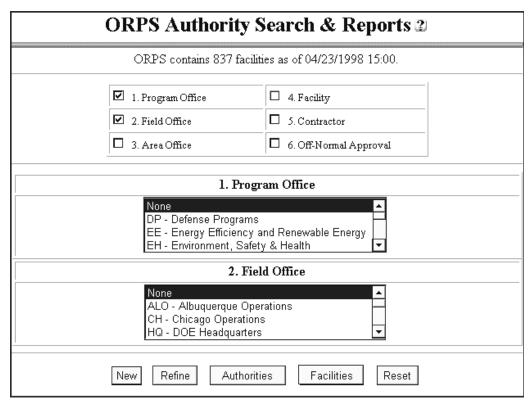


Figure 11 - The ORPS AUTHORITY SEARCH & REPORTS page, after REFINE.

You can now further refine the search by making one or more selections from each o these selection boxes. For example, to view information for all of the Defense Programs facilities at the Albuquerque Field Office, choose **DP - Defense Programs** from the **PROGRAM OFFICE** selection box and **ALO - Albuquerque Operations** from the **FIELD OFFICE** selection box.

You have now formulated your search criteria and are ready to choose one of the following command buttons: **AUTHORITIES** or **FACILITIES**. The function of each of these command buttons is explained below.

Command Button	Function
Authorities	The AUTHORITIES command button searches the ORPS database using your search criteria choices and takes you directly to the ORPS Authority Report . The ORPS Authority Report is described later in this section.
Facilities	The FACILITIES command button also searches the ORPS database using your search criteria choices, but it takes you to the ORPS Facility Report. The ORPS Facility Report is described later in this section.



Both of these command buttons will query the database; however, the page resulting from the query differs for each button.



Performing a Simple Authority Search

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- 1. Click on the **Authorities** link on the **ORPS** home page.
- 2. On the ORPS AUTHORITY SEARCH & REPORTS page, select the desired element(s) to form your search criteria from the check boxes.

REMINDER: Click your mouse button to place a check mark in the box to select an item. To deselect an item, click on the check box a second time to remove the check mark.

- 3. Click on the **REFINE** command button to refine your search and dynamically display a selection box for each choice made in Step 2.
- 4. Make additional choices from the selection boxes added to the **ORPS AUTHORITY SEARCH & REPORTS** page. After making your selections, continue to refine your search as needed.
- Click on the desired command button: **AUTHORITIES** or **FACILITIES**. 5.

Performing an Authority Search with Multiple Selections

The **ORPS AUTHORITY SEARCH & REPORTS** function uses a Boolean AND logic on item chosen between selection boxes, but uses a Boolean OR logic when multiple items are selected fro within the same selection box.

You may create searches with multiple sequential or multiple nonsequential choices. To select (or deselect) nonsequential items, hold down the [CTRL] key while clicking on the desired choice(s) with the left mouse button.

You can select multiple sequential choices by holding down the left mouse button and dragging the mouse pointer over the range of choices, or by clicking on (selecting) your choice at one end of the range, moving to the other end of the range, and holding down the [SHIFT] key while clicking again with the left mouse button.

Example of nonsequential selection within the same selection box:

Suppose that from the **ORPS AUTHORITY SEARCH & REPORTS** page you wish to choose both Environmental Management Operations and Environmental Research Division for Argonne National Laboratory - East from the **FACILITY** selection box. You would click with the left mouse button on **ANLEEMO - Environmental Management Operations** and then hold down the *[CTRL]* key while clicking on **ANLEERD - Environmental Research Division**. Both items will be highlighted.

Example of sequential selection within the same selection box:

To choose all of the Y12 facilities, click and drag the left mouse button from Y12BUSMGT - Business Management to Y12WASTE - Waste Mngmnt Decontam. & Decommiss. and then let go. The entire range will be highlighted. (Alternately, you can click on Y12BUSMGT to highlight it, use the vertical scroll bar to scroll down to Y12WASTE, then hold down the [SHIFT] key while clicking on Y12WASTE. This will also highlight the entire range.)



Performing an Authority Search with Multiple Selections

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- 1. Click on the **Authorities** link on the **ORPS** home page.
- 2. On the **ORPS AUTHORITY SEARCH & REPORTS** page, select the desired element(s) to form your search criteria from the check boxes.

REMINDER: Click your mouse button to place a check mark in the box to select an item. To deselect an item, click on the check box a second time to remove the check mark.

- 3. Click on the **REFINE** button to refine your search and dynamically display a selection box for each choice made in Step 2.
- 4. Make additional choices from the selection boxes added to the **ORPS AUTHORITY SEARCH & REPORTS** page. After making your selections, continue to refine your search as needed.

MULTIPLE "NONSEQUENTIAL" SELECTIONS

To select (or deselect) "multiple nonsequential" choices, do a [CTRL]+[CLICK] on each of the desired choices.

MULTIPLE "SEQUENTIAL" SELECTIONS

There are two ways to make "multiple sequential" choices:

- Click and drag the primary mouse button over the range of choices; or
- Click on the first choice at one end of the range, move to the other end of the range, and do a [SHIFT]+[CLICK] to highlight the entire range.

REMINDER: When making multiple choices in selections boxes with ORPS Authorities, *AND* logic is assumed *between* selection boxes; *OR* logic is applied *within the sam* selection box.

5. Click on the desired command button: **AUTHORITIES** or **FACILITIES**.

As you work, write down the steps you take. These notes will act as a reminder when you take similar actions in the future.

1. Locate the only facility from the Idaho Operations Field Office for which the Environment, Safety & Health Program (Secretarial) Office has cognizance.

What is the name of the facility found? Who are the contractors for this facility? Who are the two Program Manager Designees for this facility?

2. Locate the authority information for the following three facilities: ANLE (Argonne National Laboratory East), BNNTS (Nevada Test Site), and LANL (Los Alamos National Laboratory).

What Program (Secretarial) Office(s) has cognizance over each? Who are the Facility Managers (FM) for LANL? Who is the Program Manager (PM) for BNNTS

As you work, write down the steps you take. These notes will act as a reminder when you take similar actions in the future.

1. Locate the Authority information for the Contractor, BNI Bechtel National, Inc.

All facilities with this contractor operate under the Oak Ridge Operations Office, except for one. Which facility does not operate under Oak Ridge Operations Office

What Operations Office does that facility operate under

2. For the Nevada Operations, Ohio Operations, Richland Operations, and Savannah River Operations offices, how many facilities (total) are under the cognizance of the Nuclear Energy Program (Secretarial) Office

What is the breakdown for each of these Operations Offices

In addition to Nuclear Energy, there are two other Program (Secretarial) Offices with responsibility for these facilities. What are they?

As you work, write down the steps you take. These notes will act as a reminder when you take similar actions in the future.

1. Perform an authority search on the Albuquerque Field Office (ALO).

What Program (Secretarial) Office(s) have cognizance over the Tritium Syste Test Assembly (TSTA) facility?

Who are the two Defense Programs Program Manager Designees for this facility?

How many Facility Representatives are listed

Who are the Facility Managers?

2. Which Operations Office is responsible for the Ashtabula (AB), Fernald (FN), Miamisburg (MB), and West Valley (WV) Area Offices

How many facilities in these Area Offices is this Operations Office responsible for?

Who are/were the three contractors listed for the Fernald Environ. Mngmnt. Project (FEMP) facility?

Who is the DOE Program Manager for this facility?

The Off-Normal Approval Selection

The **OFF-NORMAL APPROVAL** flag indicates whether or not the DOE-HQ Program Manager has delegated final approval authority for a particular Program Office and facility to the DOE Facility Representative. If the off-normal approval flag is **YES**, then the DOE-HQ Program Manager has delegated authority for final approval of off-normal, pre-final reports to the DOE Facility Representative. If the off-normal flag is **NO**, then the DOE-HQ Program Manager must approve or reject any pre-final report for that particular Program Office and facility.

If you select this item from the **ORPS AUTHORITY SEARCH & REPORTS** page, the box shown in **Figure 12** will be generated as a part of the **ORPS AUTHORITY SEARCH & REPORTS** refined page.

6. Off-Normal Approval	
⊙ Yes	
C No	

Figure 12 - The OFF-NORMAL APPROVAL flag box.

Approval status is selected with radio buttons from the refined **ORPS AUTHORITY SEARCH & REPORTS** page. Selecting the **YES** button will generate a list of facilities for which Off-Normal approval has been delegated. Selecting the **NO** button will generate a list of facilities for which Off-Normal approval has not been delegated.

Report Types

The ORPS Authority Report

The ORPS Authority Report displays submittal and sign-off authority information for each facility specified by the search (**Figure 13**). This information includes the Field Office, Area Office, Secretarial Office(s), and Contractor(s) associated with the facility. In addition, the names and telephone numbers of individuals with report transmittal and sign-off authority for the facility are listed.

ORPS	Authori	ty Report	
	337 facilities as ery selected 99	of 04/14/1998 1 Facilities.	4:00.
Field Office: Idaho Operations (ID)			
Area Office:	(none)		
Facility:	Business	Management Sys	tems (ADMBMS)
Secretarial Office(s):	Environm	ental Managemer	nt** (EM)
Contractor(s)			
Lockheed Idaho Technologies Co	ompany (LITC))	
EG&G Idaho, Inc. (EGG)			
MK-Ferguson of Idaho Company	(MKF)		
Westinghouse Idaho Nuclear Co.	(WINC)		
Person	ID	Authority	Phone
HUNTSMAN, BOWEN W	(BWH)	*FM	(208) 526-0651
BROWN, DOROTHY M	(DTH)	*FMA	(208) 526-8677
BRANSON, GARY L	(GAB)	*FMA	(208) 526-2464

Figure 13 - Sample ORPS Authority Report

If two asterisks (**) follow the Program (Secretarial) Office name, it indicates that the Program Manager has delegated authority for approval of Final "Off-Normal" occurrence reports to the Facility Representative for that facility.

In the ORPS Authority Report, acronyms appear next to the person's name indicating their sign-off level of authority for occurrence reports. You can view the legend for the acronyms by clicking on the <u>Authorities Legend</u> link found at the end of each facility authority list. This is shown in **Figure 14**.

Authorities Legend					
*	FM = Facility Manager	FR = Facility Representative	PM = Program Manager		
	FMD = FM Designee	FRD = FR Designee	PMD = PM Designee		
	FMA = FM Administrator		1		
**	* FR has final sign off authority on off-normal reports				

Figure 14 - The AUTHORITIES LEGEND box.

The ORPS Facility Report

The ORPS Facility Report displays the organizational structure (hierarchy) for all facilities selected in the authority search (**Figure 15**). Facilities are sorted by Field Office, Area Office, Contractor, and Facility.

	ORPS Facility Report ORPS contains 837 facilities as of 04/14/1998 14:00. Query selected 102 facilities.				
Field Office	Area Office	Contractor	Facility	Description	
ALO				— Albuquerque Operations	
	AO			— Amarillo Area Office	
		MHSM		— Mason & Hanger, Silas-Mason Co., Inc	
			PANTEX	Pantex Plant	
	KC			— Kansas City Area Office	
		AS		— AlliedSignal Federal Manfotg & Tech	
			FMTNM	Federal Manufacturing & Tech/NM	
			KCP	Kansas City Plant	
		BNLV		— Bechtel Nevada	
			FMTNM	Federal Manufacturing & Tech/NM	
		BNOO		— Bechtel Nevada Operations Office	
			FMTNM	Federal Manufacturing & Tech/NM	

Figure 15 - Sample ORPS Facility Report.



- 1. Create your search criteria from the **ORPS AUTHORITY SEARCH & REPORTS** page.
- 2. Refine the search as needed.
- 3. Click on the desired report command button: **AUTHORITIES** or **FACILITIES**.

As you respond, write down the steps you take. These notes will act as a reminder when you take similar actions in the future.

- 1. Locate the Authority information for the Inhalation Toxicology Research Institute (Facility Code: LOVELACE). What DOE-HQ Program (Secretarial) Office(s) has cognizance for operations at this facility. Does this facility have delegated authority for approval of Off-Normal occurrence reports? If so, by what Program (Secretarial) Office
- 2. Locate the Authority information for both the Stanford Linear Accelerator Center (Facility Code: SLAC) and the Savannah River Ecology Laboratory (Facility Code: SREL). What DOE-HQ Program (Secretarial) Office(s) has cognizance for operations at these facilities. Do these facilities have delegated authority for approval of Off-Normal occurrence reports? If so, by what Program (Secretarial) Office
- 3. Locate all facilities for which the Fossil Energy Program (Secretarial) Office has cognizance. How many are there
- 4. Locate all facilities for Ohio, Oak Ridge, Rocky Flats, and Richland Operations (Field Offices) for which final approval for Off-Normal occurrence reports has been delegated to the Facility Representative. How many are there

As you respond, write down the steps you take. These notes will act as a reminder when you take similar actions in the future.

- 1. Locate the Authority information for the Fleet Management Group (Facility Code: FLEET). What DOE-HQ Program (Secretarial) Office(s) has cognizance for operations at this facility. Does this facility have delegated authority for approval of Off-Normal occurrence reports
- 2. Locate the Authority information for both the Pittsburgh Energy Technolog Center (Facility Code: PETC) and PNNL Nuclear Facilities (Facility Code: PNNLNUCL). What DOE-HQ Program (Secretarial) Office(s) has cognizance for operations at these facilities. Do these facilities have delegated authority for approval of Off-Normal occurrence reports? If so, by what Progra (Secretarial) Office(s)
- 3. Locate all facilities for which the Nuclear Energy Program (Secretarial) Office has cognizance. How many are there
- 4. Locate all facilities for Chicago, Nevada, San Francisco, and Savannah River Operations (Field Offices) for which final approval for Off-Normal occurrence reports has been delegated to the Facility Representative. How many are there

As you respond, write down the steps you take. These notes will act as a reminder when you take similar actions in the future.

- 1. Locate the Authority information for the Test Reactor Area (Facility Code: TRA). What DOE-HQ Program (Secretarial) Office(s) has cognizance for operations at this facility. Does this facility have delegated authority for approval of Off-Normal occurrence reports? If so, by what Progra (Secretarial) Office(s)
- 2. Locate the Authority information for both the Waste Isolation Pilot Plant (Facility Code: WIPP) and the Pantex Plant (Facility Code: PANTEX). Wha DOE-HQ Program (Secretarial) Office(s) has cognizance for operations at these facilities. Do these facilities have delegated authority for approval of Off-Norma occurrence reports? If so, by what Program (Secretarial) Office(s)
- 3. Locate all facilities for which the Environment, Safety & Health Progra (Secretarial) Office has cognizance. How many are there
- 4. Locate all facilities for Albuquerque, Chicago, and Idaho Operations (Field Offices) for which final approval for Off-Normal occurrence reports has been delegated to the Facility Representative. How many are there

Exercise Solutions

Exercise 1

- 1. From the **ORPS HELP TABLE OF CONTENTS** page, access on-line help on ORPS Reports.
 - a. Click on the **Help** hyperlink.
 - b. From the ORPS HELP TABLE OF CONTENTS page, select the ORPS Search & Reports world icon link.
 - c. Click on the **Reports** hyperlink.
 - c. Scroll down to the **GENERIC LAG REPORT** section of the Help page to answer the question.

What happens if you select a "From" date that is later than the "To" date in a Generic Lag Report?

The calculated lag is negative.

- 2. Return to the **ORPS GU** home page. Go to the **ORPS OR SEARCH & REPORTS** control panel, obtain context-sensitive help on **OR SEARCH CRITERIA**.
 - a. Click on the **Search & Reports** hyperlink.
 - b. Click on the icon located next to the **OR SEARCH CRITERIA** selection box title.
 - c. Locate the Help paragraph which discusses creating "new" and "editing" existing criteria.

When a new search is created or a previously defined search is edited, the ORPS GUI assigns a temporary name to the search criteria. What is that temporar name?

The temporary name assigned is "Untitled."

Now return to the ORPS GUI application using the BACK button or the GO menu list.

- 1. From the **ORPS HELP TABLE OF CONTENTS** page, access on-line help on ORPS Authorities.
 - a. Click on the **ORPS Authorities** world icon link.
 - b. Scroll down to the **Off-Normal Approval Flag** section of the **ORPS** AUTHORITY HELP page.

If the off-normal approval flag is N, what must the DOE-HQ Program Manager do with any pre-final reports for a particular Program (Secretarial) Office and facility?

DOE-HQ Program Manager must approve or reject any pre-final report.

- 2. Remain within the **ORPS AUTHORITIES HELP** page. From there, locate the Ohio Operations (Field) Office.
 - a. Scroll down to the **ORPS Authority Search & Reports** section of the **ORPS AUTHORITY HELP** page.
 - b. Click on the **Field Office** hyperlink.
 - c. Click on the **OH Ohio Operations** hyperlink under the **Field Office** section of the Help page.

How many Area Offices are under the Ohio Operations Office? List their names. There are four (4) Area Offices. They are Ashtabula Area Office, Fernald Area Office, Miamisburg Area Office, and West Valley Area Office.

Now return to the ORPS GUI application using the BACK button or the GO menu list.

- 1. From the ORPS HELP TABLE OF CONTENTS page, access <u>Reference Materials</u> online help. Locate the <u>DECEMBER 1997 ORPS BULLETIN</u>.
 - a. Click on the **Reference Materials** hyperlink.
 - b. From the **ORPS REFERENCE MATERIALS** page, click on the **ORPS Bulletins** hyperlink.
 - c. Scroll down to the 1997 Bulletins list
 - d. Click on **No. 12 Decembe** link to answer the following questions.

What Internet address would you use to subscribe to the Occurrence Reporting Information Listserver?

a. Click on the **2.** Occurrence Reporting Information Listserver hyperlink from the Bulletin table of contents.

The address is "majordomo@ornl.gov".

According to the December 1997 Bulletin, which four databases did the working group on database integration discuss in September 1997? What was their scheduled completion date for this effort?

- a. Click the BACK button twice to return to the ORPS BULLETIN page.
- b. Scroll down to the 1997 Bulletins list
- c. Click on the **No. 12 Decembe** link.
- d. Click on the **4.Working Group on Data Base Integration** link.

The four databases were the Occurrence Reporting and Processing System (ORPS), Computerized Accident/Injury Reporting Syste (CAIRS), Radiation Exposure Monitoring System (REMS), and Facilities Information Management System (FIMS). At that time, the working group had no scheduled completion date for their efforts.

(Continued)

- 2. From the **ORPS HELP TABLE OF CONTENTS** page, answer the following questions.
 - a. From the **ORPS HELP TABLE OF CONTENTS** page, click on the $\underline{\mathbf{O}}$ hyperlink.
 - b. Scroll down t **Other Notification Date/Time** section of the help page (last section).

What information is found in the **Other Notification Date/Time** field of an occurrence report?

Date and Time when state and local officials or other agencies were notified of the occurrence.

Is this a "required" date for all occurrence reports No, it is an "optional" date.

Now return to the ORPS GUI application using the BACK button or the GO menu list.

- 1. Locate the only facility from the Idaho Operations Field Office for which the Environment, Safety & Health Program (Secretarial) Office has cognizance.
 - a. From the **ORPS GU** home page, click on the **Authorities** hyperlink.
 - b. Check the **PROGRAM OFFICE** and **FIELD OFFICE** check boxes.
 - c. Click on the **REFINE** command button.
 - d. Select **EH-Environment**, **Safety & Health** from the **PROGRAM OFFICE** selection box.
 - e. Select **ID-Idaho Operations** from the *FIELD OFFICE* selection box.
 - f. Click on the **AUTHORITIES** command button.

What is the name of the facility found Town Facilities & Offices Except IRC (TOWN)

Who are the contractors for this facility?

Lockheed Idaho Technologies Company (LITC)

EG&G Idaho, Inc. (EGG)

MK-Ferguson of Idaho Company (MKF)

Westinghouse Idaho Nuclear Co. (WINC)

Who are the two Program Manager Designees for this facility?

BOYLE, EUGENIA L MACON, JANET

- 2. Locate the authority information for the following three facilities: ANLE (Argonne National Laboratory East), BNNTS (Nevada Test Site), and LANL (Los Alamos National Laboratory).
 - a. From the **ORPS GU** home page, click on the **Authorities** hyperlink.
 - b. Check the **FACILITY** check box.
 - c. Click on the **REFINE** command button.

(Continued)

- 2. d. Select **ANLE-Argonne National Laboratory East** from the **FACILITY** selection box. Scroll down the box t **BNNTS-Nevada Test Site** and **LANL-Los Alamos National Laboratory** and add these items to the selection by doing a [CTRL]+[CLICK].
 - e. Click on the **AUTHORITIES** command button.

What Program (Secretarial) Office(s) have cognizance over each
ANLE - Environmental Management (EM) and Energy Research (ER)
BNNTS - Defense Programs (DP) and Environmental Management (EM)
LANL - Defense Programs (DP), Environmental Management (EM), and
Energy Research (ER)

Who are the Facility Managers (FM) for LANL? FROSTENSON, CANDACE REICHELT, RICHARD A

Who is the Program Manager (PM) for BNNTS LONGO, THOMAS P

- 1. Locate the Authority information for the Contractor, BNI Bechtel National, Inc.
 - a. From the **ORPS GU** home page click on the **Authorities** hyperlink.
 - b. Check the **CONTRACTOR** check box.
 - c. Click on the **REFINE** command button.
 - d. Select **BNI-Bechtel National Inc.** from the **CONTRACTOR** selection box.
 - e. Click on the **AUTHORITIES** command button.

All facilities with this contractor operate under the Oak Ridge Operations Office, except for one. Which facility does not operate under Oak Ridge Operations Office

Site A Project Office (SITEA)

What Operations Office does that facility operate under Chicago Operations (CH)

- 2. For the Nevada Operations, Ohio Operations, Richland Operations, and Savannah River Operations offices, how many facilities (total) are under the cognizance of the Nuclear Energy Program (Secretarial) Office
 - a. From the *orps guI* home page click on the <u>Authorities</u> hyperlink.
 - b. Check the *FIELD OFFICE* and *PROGRAM OFFICE* check boxes.
 - c. Click on the **REFINE** command button.
 - d. Select **NE-Nuclear Energy** from the **PROGRAM OFFICE** selection box.
 - e. Select **NVOO-Nevada Operations Office** from the *FIELD OFFICE* selection box. Scroll down the box to **OH-Ohio Operations**, **RL-Richland Operations**, and **SR-Savannah River Operations** and add these items to the selection by doing a *[CTRL]+[CLICK]*.
 - f. Click on the *AUTHORITIES* command button.

Query selected 10 facilities.

(Continued)

2. What is the breakdown for each of these Operations Offices

Nevada Operations: 0
Ohio Operations: 1
Richland Operations: 8
Savannah River Operations: 1

In addition to Nuclear Energy, there are two other Program (Secretarial) Offices with responsibility for these facilities. What are they?

Defense Programs (DP)

Environmental Management (EM)

- 1. Perform an authority search on the Albuquerque Field Office (ALO).
 - a. From the ORPS GU home page click on the <u>Authorities</u> hyperlink.
 - b. Check the **FACILITY** check box.
 - c. Click on the **REFINE** command button.
 - d. Select **TSTA Tritium System Test Assembly** from the **FACILITY** selection box.
 - e. Click on the **AUTHORITIES** command button.

What Program (Secretarial) Office(s) have cognizance over the Tritium Syste Test Assembly (TSTA) facility?

Defense Programs (DP) Energy Research (ER)

Who are the two Defense Programs Program Manager Designees for this facility?

ORDAZ, JOHN C DINTAMAN, ROGER L

How many Facility Representatives are listed Twelve (12)

Who are the Facility Managers? REICHELT, RICHARD A HENINS, RITA

(Continued)

- 2. Which Operations Office is responsible for the Ashtabula (AB), Fernald (FN), Miamisburg (MB), and West Valley (WV) Area Offices
 - a. From the **ORPS GU** home page, click on the **Authorities** hyperlink.
 - b. Check the **AREA OFFICE** check box.
 - c. Click on the **REFINE** command button.
 - d. Select **AB-Ashtabula** from the **AREA OFFICE** selection box. Scroll down the box to **FN-Fernald**, **MB-Miamisburg**, and **WV-West Valley** and add these items to the selection by doing a [CTRL]+[CLICK].
 - e. Click on the **AUTHORITIES** command button.

The Ohio Operations Office

How many facilities in these Area Offices is this Operations Office responsible for?

54

Who are/were the three contractors listed for the Fernald Environ. Mngmnt. Project (FEMP) facility?

Fluor Daniel Fernald Inc (FDF)

Fluor Daniel Environ Rest Mngmt Co (FERM)

Westinghouse Materials Co. of Ohio (WMCO)

Who is the DOE Program Manager for this facility? HALLEIN, EDWARD E

- 1. Locate the Authority information for the Inhalation Toxicology Research Institute (Facility Code: LOVELACE).
 - a. From the **ORPS AUTHORITY SEARCH & REPORTS** page, click on the **FACILITY** check box to insert a check mark.
 - b. Click on the **REFINE** button.
 - c. Scroll down the **FACILITY** selection box and click on **LOVELACE**.
 - d. Click on the **AUTHORITIES** button.

What DOE-HQ Program (Secretarial) Office(s) has cognizance for operations a this facility?

Defense Programs, Environmental Management, and Energy Research Program (Secretarial) Offices.

Does this facility have delegated authority for approval of Off-Normal occurrence reports? If so, by what Program (Secretarial) Office Yes, Off-Normal approval has been delegated from the Environmental Management Program (Secretarial) Office.

- 2. Locate the Authority information for both the Stanford Linear Accelerator Center (Facility Code: SLAC) and the Savannah River Ecology Laboratory (Facility Code: SREL).
 - a. Click on the BACK button to return to the ORPS AUTHORITY SEARCH & REPORTS page.
 - b. Scroll down the **FACILITY** selection box and click on **SLAC** to highlight.
 - c. Scroll down t **SREL**. While holding down the [CTRL] key, click on **SREL** to highlight it.
 - d. Click on the **AUTHORITIES** button.

What DOE-HQ Program (Secretarial) Office(s) has cognizance for operations a these facilities? Do these facilities have delegated authority for approval of Off-Normal occurrence reports? If so, by what Program (Secretarial) Office

SLAC - Environmental Management and Energy Research - delegated authority received from both Program (Secretarial) Offices.

SREL - Environmental Management and Energy Research - delegated authority received from Environmental Management, but not from Energy Research.

(Continued)

- 3. Locate all facilities for which the Fossil Energy Program (Secretarial) Office has cognizance.
 - a. Click on the BACK button to return to the ORPS AUTHORITY SEARCH & REPORTS page.
 - b. Click on the **FACILITY** check box to remove the check mark.
 - c. Click on the **PROGRAM OFFICE** check box to insert a check mark.
 - d. Click on the **REFINE** button.
 - e. Scroll down the **PROGRAM OFFICE** selection box and click on **FE** to highlight it.
 - f. Click on the **REFINE** button. The number of facilities selected is shown a the top of the page.
 - g. Click on the **FACILITIES** button to display the list of facilities.

How many are there?

There are 9 facilities under the Fossil Energy Program (Secretarial) Office.

- 4. Locate all facilities for Ohio, Oak Ridge, Rocky Flats, and Richland Operations (Field Offices) for which final approval for Off-Normal occurrence reports has been delegated to the Facility Representative.
 - a. Click on the BACK button to return to the ORPS AUTHORITY SEARCH & REPORTS page.
 - b. Click on the **PROGRAM OFFICE** check box to remove the check mark.
 - c. Click on the **FIELD OFFICE** and **OFF-NORMAL APPROVAL** check boxes to insert check marks.
 - d. Click on the **REFINE** button.
 - e. In the **FIELD OFFICE** selection box, click on **OH**. While holding down the left mouse button, drag the cursor down the list to highlight the four field offices. (Alternately, click on **OH** to highlight it. Move down to **RL**.) Hold down the *[SHIFT]* key while clicking the left mouse button on **RL**.)
 - f. The default selection of **Y** is appropriate for the Off-Normal approval
 - g. Click on the **REFINE** button. The number of facilities is shown at the top o the page.
 - h. Click on the **FACILITIES** button to display the list of facilities.

How many are there?

There are 170 facilities which have Off-Normal approval authority for Ohio, Oak Ridge, Rocky Flats, and Richland Operations.

- 1. Locate the Authority information for the Fleet Management Group (Facility Code: FLEET).
 - a. From the **ORPS AUTHORITY SEARCH & REPORTS** page, click on the **FACILITY** check box to insert a check mark.
 - b. Click on the **REFINE** button.
 - c. Scroll down the FACILITY selection box and click on FLEET to highlight it.
 - d. Click on the **AUTHORITIES** button.

What DOE-HQ Program (Secretarial) Office(s) has cognizance for operations a this facility?

Environmental Management Program (Secretarial) Office

Does this facility have delegated authority for approval of Off-Normal occurrence reports

Yes, Off-Normal approval has been delegated from this Program (Secretarial) Office.

- 2. Locate the Authority information for both the Pittsburgh Energy Technolog Center (Facility Code: PETC) and PNNL Nuclear Facilities (Facility Code: PNNLNUCL).
 - a. Click on the BACK button to return to the ORPS AUTHORITY SEARCH & REPORTS page.
 - b. Scroll down the **FACILITY** selection box and click on **PETC** to highlight.
 - c. Scroll down t **PNNLNUCL**. While holding down the [CTRL] key, click on **PNNLNUCL** to highlight it.
 - d. Click on the **AUTHORITIES** button.

What DOE-HQ Program (Secretarial) Office(s) has cognizance for operations a these facilities? Do these facilities have delegated authority for approval of Off-Normal occurrence reports? If so, by what Program (Secretarial) Office(s)

PETC - Fossil Energy - no delegated authority.

PNNLNUCL - Environmental Management and Energy Research - delegated authority received from Environmental Management, but not from Energy Research.

(Continued)

- 3. Locate all facilities for which the Nuclear Energy Program (Secretarial) Office has cognizance.
 - a. Click on the BACK button to return to the ORPS AUTHORITY SEARCH & REPORTS page.
 - b. Click on the **FACILITY** check box to remove the check mark.
 - c. Click on the **PROGRAM OFFICE** check box to insert a check mark.
 - d. Click on the **REFINE** button.
 - e. Scroll down the **PROGRAM OFFICE** selection box and click on **NE** to highlight it.
 - f. Click on the **REFINE** button. The number of facilities selected is shown a the top of the page.
 - g. Click on the **FACILITIES** button to display the list of facilities.

How many are there?

There are 143 facilities under the Nuclear Energy Program (Secretarial) Office.

- 4. Locate all facilities for Chicago, Nevada, San Francisco, and Savannah River Operations (Field Offices) for which final approval for Off-Normal occurrence reports has been delegated to the Facility Representative.
 - a. Click on the BACK button to return to the ORPS AUTHORITY SEARCH & REPORTS page.
 - b. Click on the **PROGRAM OFFICE** check box to remove the check mark.
 - c. Click on the **FIELD OFFICE** and **OFF-NORMAL APPROVAL** check boxes to insert check marks.
 - d. Click on the **REFINE** button.
 - e. In the **FIELD OFFICE** selection box, click on **CH**. Scroll down to **NVOO** and do a [CTRL]+[CLICK] to highlight **NVOO**. Scroll down further and do a [CTRL]+[CLICK] on **SAN**. Scroll down and do a [CTRL]+[CLICK] on **SR**.
 - f. The default selection of **Y** is appropriate for the Off-Normal approval
 - g. Click on the **REFINE** button. The number of facilities is shown at the top o the page.
 - h. Click on the **FACILITIES** button to display the list of facilities.

How many are there?

There are 93 facilities which have Off-Normal approval authority for Chicago, Nevada, San Francisco, and Savannah River Operations.

- 1. Locate the Authority information for the Test Reactor Area (Facility Code: TRA).
 - a. From the **ORPS AUTHORITY SEARCH & REPORTS** page, click on the **FACILITY** check box to insert a check mark.
 - b. Click on the **REFINE** button.
 - c. Scroll down the **FACILITY** selection box and click on **TRA** to highlight it.
 - d. Click on the **AUTHORITIES** button.

What DOE-HQ Program (Secretarial) Office(s) has cognizance for operations a this facility?

Nuclear Energy Program (Secretarial) Office

Does this facility have delegated authority for approval of Off-Normal occurrence reports? If so, by what Program (Secretarial) Office(s)

No, Off-Normal approval has not been delegated.

- 2. Locate the Authority information for both the Waste Isolation Pilot Plant (Facility Code: WIPP) and the Pantex Plant (Facility Code: PANTEX).
 - a. Click on the BACK button to return to the ORPS AUTHORITY SEARCH & REPORTS page.
 - b. Scroll down the **FACILITY** selection box and click on **PANTEX** to highlight.
 - c. Scroll down t **WIPP**. While holding down the [CTRL] key, click on **WIPP** to highlight it.
 - d. Click on the **AUTHORITIES** button.

What DOE-HQ Program (Secretarial) Office(s) has cognizance for operations a these facilities. Do these facilities have delegated authority for approval of Off-Normal occurrence reports? If so, by what Program (Secretarial) Office

PANTEX - Defense Programs, Environmental Management, and Nuclear Energy Program Offices - delegated authority received from both Defense Programs and Environmental Management Program (Secretarial) Offices, but not from Nuclear Energy.

WIPP - Environmental Management Program (Secretarial) Office - delegated authority has been received.

(Continued)

- 3. Locate all facilities for which the Environment, Safety & Health Program Office has cognizance.
 - a. Click on the BACK button to return to the ORPS AUTHORITY SEARCH & REPORTS page.
 - b. Click on the **FACILITY** check box to remove the check mark.
 - c. Click on the **PROGRAM OFFICE** check box to insert a check mark.
 - d. Click on the **REFINE** button.
 - e. Scroll down the **PROGRAM OFFICE** selection box and click on **EH** to highlight it.
 - f. Click on the **REFINE** button. The number of facilities selected is shown a the top of the page.
 - g. Click on the **FACILITIES** button to display the list of facilities.

How many are there?

There is 1 facility under the Environment, Safety & Health Program Office.

- 4. Locate all facilities for Albuquerque, Chicago, and Idaho Operations (Field Offices) for which final approval for Off-Normal occurrence reports has been delegated to the Facility Representative.
 - a. Click on the BACK button to return to the ORPS AUTHORITY SEARCH & REPORTS page.
 - b. Click on the **PROGRAM OFFICE** check box to remove the check mark.
 - c. Click on the **FIELD OFFICE** and **OFF-NORMAL APPROVAL** check boxes to insert check marks.
 - d. Click on the **REFINE** button.
 - e. In the **FIELD OFFICE** selection box, click on **ALO**. Scroll down to **CH** and do a [CTRL]+[CLICK] to highlight **CH**. Scroll down further and do a [CTRL]+[CLICK] on **ID**.
 - f. The default selection of **Y** is appropriate for the Off-Normal approval
 - g. Click on the **REFINE** button. The number of facilities is shown at the top o the page.
 - h. Click on the **FACILITIES** button to display the list of facilities.

How many are there?

There are 109 facilities which have Off-Normal approval authority for Albuquerque, Chicago, and Idaho Operations.

Index

Access .		. 2-5, 7, 12-14, 16, 18, S-1-S-3
	ORITIES command button	
	ties Legend	
	ty	
riamorn	Authorities command butt	
	Authorities Legend	
	Authority Report	
	Facilities command button	
Daalaa		
Boolea	AND	
	AND operator	
ъ	OR operator	
	r	
Commar	nd Button	
	AUTHORITIES command button	
	FACILITIES command butt	
	New command button	
	REFINE command button	19-22, S-5, S-7, S-9, S-10
	RESET command button	
Compute	er System	
	CAIRS	
	ORPS GUI 1, 1-4, 6-8, 10, 12-14, 16-18, S-	1, S-2, S-4, S-5, S-7, S-9, S-10
Control	Panel	6, 12, S-1
1 3	Criteri	
FACILI	TIES command butt	
1101p	Context-sensitive	
	ORPS Technical Support Helpline	
Homepa		
Потпера	TIS	15
NEW co	ommand button	
Off-Nor		
OII-IVOII	Off-Normal approval	10 28 8 2 8 11 8 16
ODDC A	Authorities link	
ORPS I	Technical Support Helpline	1.5
DEFINE	Helpline	
	E command button	
	ation	
Report C	Categorization	
	Off-Normal	. 19, 28, 32-34, S-2, S-11-S-16
Report 7	**	
	Final	9, 32-34, S-2, S-12, S-14, S-16

	Notification	
Reports		1, 6-8, 12-14, 18-24, 28-34, S-1, S-2, S-4, S-11-S-16
	Elements	
	Features	
	Generic Lag Report .	12, S-
	Manager	13, 25, 27-29, S-2, S-5, S-6, S-9, S-10
RESET o		
Search .		1, 2, 6-8, 12, 13, 18-24, 27-29, 31, S-1, S-2, S-9, S-11-S-16
Search C	riteri	
Teaching	Tools	
	Training Manual	
User Cla	ssifications	
	Facility Representative	28, 29, 32-34, S-12, S-14, S-16
	Program Manager	13, 25, 27-29, S-2, S-5, S-6, S-9, S-10
Using Or	nline Help	
C	context-sensitive	